



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-7	Subject: COMMUNITY SERVICE
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Applicable ACA Standards:	Revision Date: 02-10-04, 01-09-06, 11-23-07, 08-17-09
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Recognizing that Youth Court Judges order and Youth Community Corrections' Hearings Officers require community service for damages to state property, the Youth Community Corrections (YCC) Bureau employees shall follow procedures established herein to ensure that community service is performed as an appropriate form of restoration to the community. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Community Service - work that a youth is ordered to complete in the community without financial compensation.

III. PROCEDURES:

- A. A Youth Court Judge may order or a YCC Hearings Officer may require community service as a condition of commitment or supervision or as an intermediate sanction.
- B. Juvenile Parole Officers (JPO) and youth may agree to Community Service as part of an [Intervention Agreement \[YCC 100-2 \(A\)\]](#).
- C. The JPO may develop community service sites, (non-profit) specific to their communities, such as, but not limited to:
 - 1. City/County/State/Federal, i.e. parks
 - 2. Salvation Army
 - 3. Food Bank
 - 4. Youth Court Programs
 - 5. Animal Shelters
 - 6. Churches
 - 7. Nursing Homes

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8. Schools

- D.** In promoting restorative justice, youth may be required (or there is an agreement in an intervention) to complete community service work for victims, but only after the “offender - victim mediation” process has been successfully completed.
- E.** If youth are volunteering for a non-profit or government agency, the non-profit or government agency should provide Workers’ Compensation coverage. When considering community service outside agency supervision, seek legal advice.
- F.** If the JPO thinks it appropriate to request community service in lieu of monetary restitution they shall consult with the Youth Court Judge or YCC Hearings Officer. A Youth Court Judge or YCC Hearings Officer may allow a youth to perform community service in lieu of monetary restitution. The Judge, Hearings Officer, or JPO may determine a number of hours that will compensate for the monetary restitution. An appropriate guideline is using the current hourly minimum wage rate to figure the appropriate number of hours.

G. STEPS:

RESPONSIBILITY:

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| 1. Community Service is ordered by a Youth Court Judge, required by a YCC Hearings Officer, or established by an Intervention Agreement | Youth Court Judge
YCC Hearings Officer
JPO |
| 2. Establish a plan with the youth for completion of community service hours. | YCC Hearings Officer
JPO |
| 3. Track and document community service hours worked. | JPOCommunity Services
Supervisor |
| 4. Report to the Youth Court or YCC Hearings Officer when community service hours have been completed or youth has failed to complete the community service hours. | JPO |

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

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<u>39-71-118(b), MCA</u>	<u>Any youth who is performing work under authorization of a district court judge in a delinquency prevention or rehabilitation program</u>
<u>41-5-1512, MCA</u>	<u>Disposition of youth in need of intervention or youth who violate consent adjustments</u>
<u>41-5-1513, MCA</u>	<u>Disposition - delinquent youth - restriction</u>
<u>52-5-126 MCA</u>	<u>Youth parole agreement</u>
<u>52-5-127 MCA</u>	<u>Control over youth released under parole agreement</u>

VI. ATTACHMENTS:

None